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ABSTRACT

Grading policies and practices within the nine colleges comprising the Los Angeles Community College District (LACCD) were examined in order to analyze past and present grading policies and practices in each college and the district as a whole, to relate findings to statewide and nationwide grading practices, and to discuss possible future trends in grading practices and policies. Data analyzed were grades issued by LACCD colleges during the fall semesters 1966 through 1975. Official grading policy was determined through review of current and past college catalogs and faculty handbooks. Major findings were: (1) grade point averages (GPA's) had risen over the past 10 years from 2.24 to 2.64; (2) GPA's dipped for the first time in 10 years in the fall of 1975 (2.64) from fall 1974 (2.66); (3) total percentage of A's and B's awarded rose from 40.4% in 1966 to 57.2% in 1975; (4) total percentage of D's and F's declined from 18.8% to 10.6%; (5) only slight differences in distribution of grades was found between LACCD colleges; and (6) considerable diversity between colleges was found regarding grading policies. A number of factors were suggested as being associated with the rise in mean GPA across the LACCD. Recommendations for further study and for a clearer delineation of grading policies were made. Appended are summaries of LACCD policies on withdrawal, repetition of courses, and incomplete course work. (Author/JDS)

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# LOS ANGELES COMMUNITY COLLEGE DISTRICT

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## LACCD GRADING PRACTICES AND POLICIES

Research Report 76-06

DIVISION OF EDUCATIONAL PLANNING AND DEVELOPMENT

OFFICE OF EDUCATIONAL RESEARCH AND ANALYSIS

DECEMBER 1976

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# LACCD GRADING PRACTICES AND POLICIES

## Background

At the request of the Vice-Chancellor Educational Planning and Development, the Office of Educational Research and Analysis undertook the assignment of examining grading practices and policies within the Los Angeles Community Colleges over the past ten years. In early August Dr. Arthur N. Cherdack addressed the Council of Instruction on the matter of conducting a study of past and present grading practices and policies within the District. The Council agreed that the issue should be studied, and a steering committee was formed to work with Irv Weiser of the Educational Research staff to determine the study's content and format. Four members were chosen to the committee - Dr. Jack Fujimoto (Pierce), Mr. Jack Smith (Harbor), Dr. Quentin Mason (Southwest), and Dr. Norman Chapman (West).

## Objectives

The steering committee determined that the objectives of the grading study would be to:

- Analyze past and present grading policy and practice in each of the Los Angeles Community Colleges and in the District as a whole.
- Relate findings to statewide and nationwide grading practices.
- Discuss possible future trends in grading practices and policies.

## Procedures

The data analyzed were those grades issued in the Los Angeles Community Colleges during the Fall semesters 1966 through 1975. Data for the years prior to 1973 were requested from the colleges. Data for the years 1973, 1974, and 1975 were obtained from computer printouts of grade distribution produced by the ERA Data Processing unit. Official grading policy was determined through review of current and past college catalogues and faculty handbooks. One of the major problems encountered in the study was that much of the policy and practice data submitted by the colleges were either missing or incomplete. The grade data that were available were tabulated and organized through the use of an APL terminal. Several other grading studies from around the nation were reviewed and analyzed for comparison to District information.

## Major Findings:

### Past and Present Grading Practices

- Grade point averages (GPA) within the LACCD have risen over the past ten years, from approximately 2.24 in Fall 1966 to 2.64 in Fall 1975.

  However, the rise is consistent with findings of other grade studies, including a nationwide study that showed a similar increase in average GPA among a sample of colleges and universities from 2.44 in 1965 to 2.74 in 1975. (Grade Inflation - 1975, Arvo Juolo, August 1976). Further, a study of 15 colleges and universities in California showed that the average GPA among students at those institutions had risen from 2.47 in 1960 to 2.94 in 1974. (Undergraduate Scholastic Grading, 1960's to 1970's, Sidney Suslow, February 1976).

- Grade point averages within the LACCD dipped for the first time in ten years in the Fall semester of 1975 (2.64) from Fall 1974 (2.66).

This is comparable to the findings of a national study (Juolo) that showed average GPA declining for the first time in 1975 (2.74) as compared to 1974 (2.77).

- The total percentage of A's and B's awarded has risen from 40.4% in 1966 to 57.2% in 1975.

- The total percentage of A's, B's, and C's has risen slightly from 79.3% in Fall 1966 to 86.7% in Fall 1975.

  During the same period of time LACCD incomplete (INC) rates have also risen slightly, from 1.9% (1966) to 2.7% (1975).

- From Fall 1966 through Fall 1975, the percentage of D's and F's declined from 18.8% to 10.6%.

- Only slight differences existed in the distribution of grades awarded (i.e. percentages of A's, B's, C's, D's, F's, and INC's between the District colleges).

- When withdrawals (W's) are considered as part of total grades awarded, they show dramatic fluctuations from 1966 through 1975. (See Appendix A, Figure 3).

  However, the fluctuations are more likely a reflection of the differing withdrawal reporting procedures between colleges rather than actual changes in the LACCD yearly withdrawal rates. The discrepancies in the withdrawal data made comprehensive analysis impossible.

Current Grading Policies

- WITHDRAWAL - There is considerable diversity among the colleges as to the final date a student may withdraw from a class with no penalty.

  "No Penalty" withdrawal deadlines vary from eight weeks at five of the colleges to the last day of instruction at two others. All of the colleges but one indicate that students who withdraw after the established deadline will be given a "W" grade only if they can verify that the action was the result of situations beyond control, such as prolonged illness, accident, or new conditions of employment. The instructor must verify that the work of the student had been satisfactory up to the date of withdrawal.

- REPETITION OF COURSES - The colleges also differ with regard to the number of units a student may repeat for credit.

  Four of the colleges within the District have set a limit upon the number of units a student may repeat. Those limits vary between 12 and 15 units. The other five colleges have no expressed limit on the number of repeatable units, although some indicate that each request to repeat is evaluated on its own merits. There are also differences among the colleges in methods of application for permission to repeat a course. In some cases approval must come from the Division Coordinator, in other situations from the Department Head, and in others from the Dean or Assistant Dean of Instruction.

- INCOMPLETE COURSE WORK - Differences exist among the LACCD colleges with regard to the time period allowed for a student to make up incomplete coursework.

Three of the colleges require the student to complete the required work for the class within one semester. The other six colleges allow one year from the date the incomplete was issued.

- MAXIMUM STUDENT LOAD - There are slight differences among the colleges as to the maximum unit load a student may carry in one semester without having to petition the college.

  Five schools allow 18½ units, three allow up to 18 units, and one has set a limit of 17½ units. Students wishing to carry more than the maximum allowable units must secure permission from the Office of Instruction on their campus.

Incomplete information on grading policy submitted by the colleges prevented comprehensive study of past grading policy within the LACCD. However, the data submitted did seem to indicate differing policies among the colleges in the above areas for years prior to 1974.

Analysis

The reason for the gradual rise in average GPA across the District can be attributed to a number of possible factors: (a) the Vietnam War and student activist movements of the late sixties, which gained the sympathy of many faculty members and prompted some to grade less harshly; (b) a general increase in the freedom of faculty to be more divergent; (c) a corresponding increase in the general license to criticize traditional institutions and practices on the part of faculty and students; (d) the stronger demands by students to have more voice in academic affairs; (e) the recently implemented programs of providing for students from deprived socio-economic groups, which brought many high-school under-achievers into the colleges; and (f) finally, the concern over maintaining or increasing enrollments, and thus revenues, which may have stimulated higher grading levels as an aid in recruitment.

With regard to California Community Colleges, one study (Through the Open Door, California Postsecondary Education Commission, February 1976) has indicated that the changes in grading practices have arisen out of two separate but related policy changes. One has been the "forgiveness" policy in grading where poor grades earned by a student in the past were expunged from student records. The second, a more recent development, has been the policy of not awarding punitive grades ("F" and "WF") at all, on the grounds that the student's record should show only the coursework in which he or she has demonstrated satisfactory academic achievement. It is logical to postulate that these factors may have influenced grading practices and policies within the Los Angeles Community Colleges as well.

Recommendations

1. Clearer delineation of grading policy in college catalogues and faculty handbooks.

   One of the major problems encountered in the study was that many aspects of grading policy were not expressly defined in either college catalogues or faculty handbooks. Such policy elaboration and clarification could aid both students and teachers in defining grading standards. The absence of such elaboration lends credence to the argument that LACCD grading practices are guided more by unofficial policy than by official policy.

2. More rigorous data collection and maintenance.

   Another major problem encountered in the study was the amount of missing grade data for years prior to 1973. Some colleges had absolutely no summative records for years

prior to 1973. Of course, most student records since 1973 are available centrally, thus eliminating much of the problem. However, accurate storage and maintenance of historical records of grading policy and practice would certainly facilitate future studies of this subject.

3. Further study of grading policies and procedures.

The recent report by the California Postsecondary Education Commission (Through the Open Door, February 1976) alluded to the "inequality of opportunity" that could result from different policies and practices within the California Community Colleges. While it is recognized that individual colleges often serve different clienteles, it should nevertheless be determined whether such deviation produces unequal opportunity. Further study and closer examination of grading standards and procedures within the LACCD is needed before any final determinations can be made.

# APPENDIX A

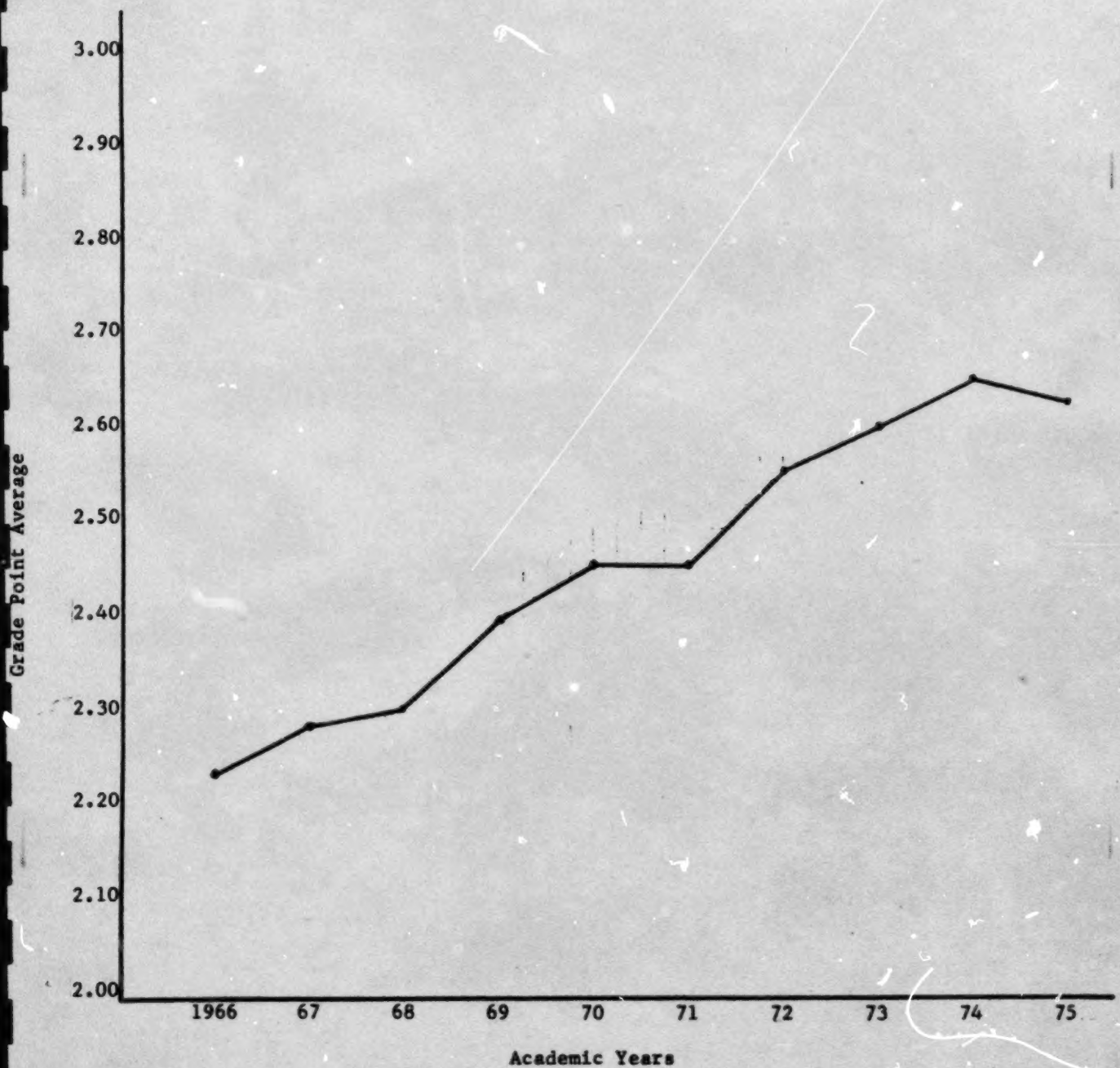
# LACCD GRADING PRACTICES

# GRAPHS

LOS ANGELES COMMUNITY COLLEGE DISTRICT

LACCD Grade Point Average

1966 - 75




9

FIGURE 1

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Increase A's & B's vs. Decrease D's & F's
1966 - 75

FIGURE 2

LACCD Withdrawal and Incomplete Rates
1966 - 75

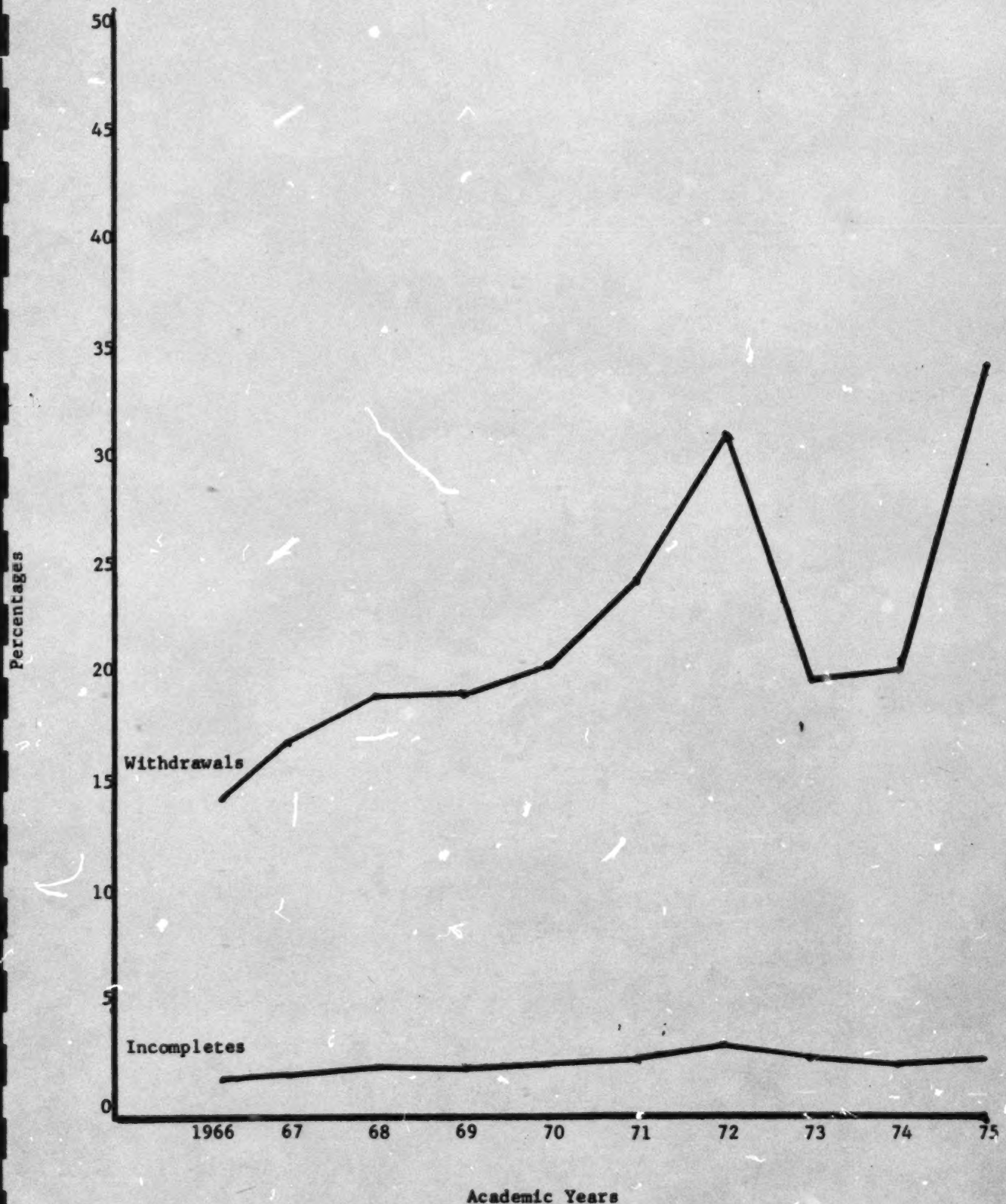



FIGURE 3

APPENDIX B

LACCD GRADING PRACTICES

TABLES

LOS ANGELES COMMUNITY COLLEGE DISTRICT
GRADE DISTRIBUTION - 1966 - 75

SUMMARY TABLE

| Year | No. of colleges reporting | A | B | C | D | F | Inc. | (A's & B's) | (D's & F's) | GPA |
|---|---|---|---|---|---|---|---|---|---|---|
| 1966 | 4 | 13.8% | 26.6% | 38.9% | 11.3% | 7.5% | 1.9% | 40.4% | 18.8% | 2.24 |
| 1967 | 4 | 14.9% | 26.9% | 38.5% | 11.0% | 6.7% | 2.0% | 41.8% | 17.7% | 2.28 |
| 1968 | 3 | 16.3% | 27.4% | 37.2% | 9.6% | 7.2% | 2.3% | 43.7% | 16.8% | 2.31 |
| 1969 | 5 | 18.0% | 28.3% | 37.2% | 9.0% | 5.3% | 2.2% | 46.3% | 14.3% | 2.40 |
| 1970 | 6 | 19.1% | 28.6% | 38.6% | 7.4% | 3.9% | 2.4% | 47.7% | 11.3% | 2.47 |
| 1971 | 6 | 19.6% | 29.5% | 36.3% | 7.7% | 4.2% | 2.7% | 49.1% | 11.9% | 2.47 |
| 1972 | 6 | 23.4% | 30.4% | 32.3% | 6.6% | 4.1% | 3.2% | 53.8% | 10.7% | 2.56 |
| 1973 | 8 | 24.8% | 30.9% | 31.2% | 6.6% | 3.6% | 2.9% | 55.7% | 10.2% | 2.61 |
| 1974 | 8 | 27.0% | 30.5% | 30.0% | 6.6% | 3.4% | 2.5% | 57.5% | 10.0% | 2.66 |
| 1975 | 9 | 26.8% | 30.4% | 29.5% | 7.0% | 3.6% | 2.7% | 57.2% | 10.6% | 2.64 |

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Percentage of Grades Awarded
District and College Totals - Fall 1966

Table 1

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| City | 13.9% | 26.5% | 35.4% | 12.2% | 9.4% | 2.6% | 2.18 |
| Harbor | 11.1% | 27.2% | 44.4% | 11.1% | 6.2% | .0% | 2.26 |
| Pierce (day only) | 13.9% | 25.5% | 40.3% | 11.9% | 7.2% | 1.2% | 2.25 |
| Valley | 14.8% | 27.2% | 39.5% | 9.9% | 6.2% | 2.4% | 2.30 |
| DISTRICT | 13.8% | 26.6% | 38.9% | 11.3% | 7.5% | 1.9% | 2.24 |

* Grades not available - East, Trade

** Colleges not in existence - Mission, Southwest, West

Percentage of Grades Awarded
District and College Totals - Fall 1967

Table 2

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| City | 15.3% | 26.1% | 36.0% | 11.9% | 8.2% | 2.5% | 2.23 |
| Harbor | 11.4% | 26.6% | 45.6% | 10.1% | 6.3% | .0% | 2.27 |
| Pierce | 15.0% | 27.4% | 39.0% | 10.6% | 6.3% | 1.7% | 2.31 |
| Valley | 16.0% | 27.5% | 38.1% | 10.6% | 5.3% | 2.5% | 2.33 |
| DISTRICT | 14.9% | 26.9% | 38.5% | 11.0% | 6.7% | 2.0% | 2.28 |

* Grades not available - East, Trade

** Colleges not in existence - Mission, Southwest, West

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Percentage of Grades Awarded
District and College Totals - Fall 1968

Table 3

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| City | 17.5% | 27.8% | 34.9% | 10.1% | 6.6% | 3.1% | 2.33 |
| Harbor | 13.2% | 27.6% | 44.7% | 9.2% | 5.3% | .0% | 2.34 |
| Valley | 16.5% | 26.8% | 36.1% | 9.3% | 8.8% | 2.5% | 2.28 |
| DISTRICT | 16.3% | 27.4% | 37.2% | 9.6% | 7.2% | 2.3% | 2.31 |

* Grades not available - East, Pierce, Southwest, Trade

** Colleges not in existence - Mission, West

Percentage of Grades Awarded
District and College Totals - Fall 1969

Table 4

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| City | 20.1% | 28.3% | 34.5% | 9.1% | 5.3% | 2.7% | 2.43 |
| Harbor | 13.5% | 29.7% | 44.6% | 3.1% | 4.1% | .0% | 2.41 |
| Pierce | 18.2% | 28.1% | 36.8% | 9.1% | 5.6% | 2.2% | 2.40 |
| Valley (day only) | 18.0% | 27.0% | 36.9% | 9.0% | 6.1% | 3.0% | 2.36 |
| West | 17.8% | 30.6% | 36.4% | 9.4% | 3.7% | 2.1% | 2.45 |
| DISTRICT | 18.0% | 28.3% | 37.2% | 9.0% | 5.3% | 2.2% | 2.40 |

* Grades not available - East, Southwest, Trade

** College not in existence - Mission

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Percentage of Grades Awarded

District and College Totals - Fall 1970

Table 5

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| ast | 18.9% | 31.0% | 37.7% | 7.1% | 2.1% | 3.2% | 2.51 |
| ity (day only) | 22.2% | 26.6% | 32.9% | 8.8% | 6.4% | 3.1% | 2.43 |
| arbor | 13.5% | 24.0% | 58.3% | 4.2% | .0% | .0% | 2.47 |
| ierce | 19.9% | 29.6% | 35.4% | 8.0% | 5.1% | 2.0% | 2.47 |
| alley | 19.0% | 30.7% | 35.0% | 7.5% | 4.5% | 3.3% | 2.46 |
| est | 21.4% | 29.1% | 34.5% | 9.8% | 3.8% | 1.4% | 2.52 |
| ISTRICT | 19.1% | 28.6% | 38.6% | 7.4% | 3.9% | 2.4% | 2.47 |

* Grades not available - Southwest, Trade

** College not in existence - Mission

Percentage of Grades Awarded
District and College Totals - Fall 1971

Table 6

| ollege | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| ast | 20.5% | 32.7% | 35.0% | 6.8% | 2.1% | 2.9% | 2.57 |
| ity | 21.6% | 28.4% | 32.4% | 8.5% | 6.3% | 2.8% | 2.45 |
| arbor | 19.7% | 32.9% | 41.6% | 5.6% | .0% | .2% | 2.66 |
| ierce | 20.8% | 29.8% | 34.0% | 7.9% | 4.7% | 2.8% | 2.49 |
| alley | 15.3% | 26.3% | 41.2% | 8.0% | 5.2% | 4.0% | 2.30 |
| est | 21.9% | 29.0% | 32.2% | 10.0% | 5.2% | 1.7% | 2.49 |
| ISTRICT | 19.6% | 29.5% | 36.3% | 7.7% | 4.2% | 2.7% | 2.47 |

* Grades not available - Southwest, Trade

** College not in existence - Mission

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Percentage of Grades Awarded
District and College Totals - Fall 1972

Table 7

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| East | 22.0% | 33.4% | 33.8% | 5.8% | 1.8% | 3.2% | 2.62 |
| City | 23.6% | 28.8% | 29.4% | 7.4% | 6.6% | 4.2% | 2.47 |
| Harbor | 22.2% | 32.8% | 39.3% | 5.4% | .0% | .3% | 2.71 |
| Pierce | 22.4% | 30.2% | 32.4% | 6.9% | 4.9% | 3.2% | 2.52 |
| Valley | 25.8% | 29.8% | 30.4% | 6.2% | 4.0% | 3.8% | 2.60 |
| West | 25.0% | 26.2% | 30.8% | 9.3% | 5.2% | 3.5% | 2.49 |
| DISTRICT | 23.4% | 30.4% | 32.3% | 6.6% | 4.1% | 3.2% | 2.56 |

* Grades not available - Southwest, Trade

** College not in existence - Mission

Table 8

Percentage of Grades Awarded
District and College Totals - Fall 1973

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| East | 23.9% | 33.7% | 32.5% | 5.5% | 1.4% | 3.0% | 2.67 |
| City | 25.0% | 30.3% | 28.6% | 7.1% | 5.3% | 3.7% | 2.55 |
| Harbor | 25.5% | 32.6% | 36.5% | 5.2% | .0% | .2% | 2.78 |
| Pierce | 24.6% | 30.7% | 30.7% | 6.1% | 4.2% | 3.7% | 2.58 |
| Southwest | 16.9% | 27.3% | 36.2% | 11.2% | 6.3% | 2.1% | 2.33 |
| Trade | 23.1% | 30.6% | 31.7% | 8.3% | 4.9% | 1.4% | 2.56 |
| Valley | 28.1% | 30.4% | 29.1% | 5.5% | 3.2% | 3.7% | 2.67 |
| West | 23.3% | 27.4% | 31.9% | 8.8% | 5.2% | 3.4% | 2.48 |
| DISTRICT | 24.8% | 30.9% | 31.2% | 6.6% | 3.6% | 2.9% | 2.61 |

**College not in existence - Mission

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Percentage of Grades Awarded
District and College Totals - Fall 1974

Table 9

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| East | 25.8% | 32.5% | 32.3% | 5.4% | 1.0% | 3.0% | 2.71 |
| City | 30.6% | 27.7% | 26.8% | 6.9% | 4.8% | 3.2% | 2.66 |
| Harbor | 27.6% | 31.4% | 35.1% | 5.4% | .0% | .3% | 2.81 |
| Pierce | 27.1% | 31.2% | 28.4% | 5.9% | 3.9% | 3.5% | 2.64 |
| Southwest | 18.0% | 29.2% | 35.8% | 10.3% | 4.7% | 2.0% | 2.42 |
| Trade | 23.8% | 31.7% | 31.2% | 8.6% | 3.8% | .9% | 2.61 |
| Valley | 29.7% | 30.1% | 27.7% | 5.1% | 3.9% | 3.5% | 2.70 |
| West | 25.0% | 28.1% | 30.7% | 8.7% | 5.2% | 2.3% | 2.54 |
| DISTRICT | 27.0% | 30.5% | 30.0% | 6.6% | 3.4% | 2.5% | 2.66 |

** College not in existence - Mission

Percentage of Grades Awarded

District and College Totals - Fall 1975

Table 10

| College | A | B | C | D | F | INC | GPA |
|---|---|---|---|---|---|---|---|
| East | 27.3% | 32.5% | 30.8% | 5.1% | 1.0% | 3.3% | 2.74 |
| City | 26.6% | 29.1% | 29.1% | 7.8% | 3.9% | 3.5% | 2.60 |
| Harbor | 28.7% | 32.7% | 32.3% | 6.0% | .1% | .2% | 2.83 |
| Mission | 29.7% | 32.2% | 22.4% | 5.7% | 5.2% | 4.8% | 2.66 |
| Pierce | 27.2% | 29.3% | 28.2% | 6.6% | 5.0% | 3.7% | 2.60 |
| Southwest | 19.4% | 28.9% | 33.8% | 10.4% | 5.0% | 2.5% | 2.42 |
| Trade | 23.9% | 31.1% | 30.9% | 8.9% | 4.2% | 1.0% | 2.60 |
| Valley | 30.4% | 30.1% | 26.9% | 5.7% | 3.6% | 3.3% | 2.71 |
| West | 25.9% | 28.5% | 28.6% | 8.1% | 5.7% | 3.2% | 2.54 |
| DISTRICT | 26.8 | 30.4% | 29.5% | 7.0% | 3.6% | 2.7% | 2.64 |

APPENDIX C

LACCD GRADING POLICY

## WITHDRAWAL*

| | |
|---|---|
| East | May withdraw through eighth week without penalty grade. After eighth week must have drop card signed by instructor, who has discretion of issuing "W" grade (non-punitive). |
| City | Withdrawal through fifth week in the semester results in no penalty. From sixth through eleventh, withdrawal requires the signature of instructor and is recorded as a "W". After eleventh week, withdrawal subject to approval of instructor or department head. Grade recorded either as "W" or "F". |
| Harbor | Grade of "W" given through the end of eighteenth week. Students who withdraw after the eighteenth week or fail to complete the course satisfactorily are given a grade of "NCR" (No Credit). No "F" grade is issued. |
| Mission | No student may withdraw from a course without approval of the instructor or Office of Instruction or before receiving appropriate counseling efforts. No penalty for withdrawal through the eighth week. No drop card needed through second week. After the eighth week, student is given either a "W" or "F". |
| Pierce | There is no penalty grade given for withdrawal from class during the first eight weeks. After the eighth week, a "W" is issued if the student is passing the course, and "F" if he is not. |
| Southwest | The student has the option to withdraw from the college or drop individual classes up to the last calendar date of instruction without a penalty grade. Students withdrawing or dropping after this date will receive grades earned. |
| Trade | Withdrawal with a "W" grade is allowed through the eighth week. Subsequent withdrawals require the consent of the instructor. |
| Valley | No penalty for withdrawal through twelfth week. After twelfth, no official withdrawal is permitted except by approval of the Dean or Assistant Dean of Admissions and Guidance. "W" given for all withdrawals through sixteenth week. |
| West | First three weeks, no penalty for withdrawal. From the fourth through eighth, "W" is issued. From ninth through sixteenth week, either a "W" or "F" is given. No withdrawals given after sixteenth week. |

* All policy information obtained from 1975-76 college catalogues and/or faculty handbooks.

## REPETITION OF COURSES*

| | |
|---|---|
| East | Student may repeat course in which a grade lower than a "C" was earned. New grade granted over old grade. Student must petition for change. |
| City | Student may repeat course in which he received "D", "F", "INC", "CR" or "NCR". If student repeats course not designated as repeatable (in which he earned either an "A", "B", "C"), new grade is recorded if lower than original grade (which is discarded). (Does not apply to English 61-66). Unit credit is not removable. Courses repeated must total not more than 12 units. |
| Harbor | If student has earned a "C" or better, course may not be repeated for credit (exception - repetitive courses). May repeat up to 15 units. Applies for "D" and "F" grades. |
| Mission | May not repeat if student received "C" or better. Course in which student earned "D", "F", or "NCR" may be repeated. Permission to repeat must be secured from the Office of Instruction (in writing). No limit listed as to number of courses a student may repeat. |
| Pierce | Student may not repeat if "C" or better was earned, except next-in-sequence courses with recommendation of department chairman. Permission to repeat must be secured in writing from department chairman. Highest grade recorded. |
| Southwest | May not repeat if "C" or better was earned. Must secure permission to repeat in writing from division coordinator. No unit limit. |
| Trade | A student may not repeat a course in which he already has a final grade of "C" or better unless prior permission is granted by petition. No unit limit. |
| Valley | A course cannot be repeated in which a "C" or better grade was earned, unless course description so indicates. Student must petition for new grade. Maximum repeatable units = 12. |
| West | A student may not repeat a course in which a "C" or better was earned, unless it is a next-in-sequence course. Must be approved by division chairman. Maximum repeatable units = 12. |

* All policy information obtained from 1975-76 college catalogues and/or faculty handbooks.

## INCOMPLETE COURSE WORK*

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|---|---|
| East | Incomplete given for missing final exam or major assignment. Record of "INC" remains for one year. If not made up within one year, incomplete becomes "NCR" (No Credit). |
| City | Incomplete given only to students who are passing course, but miss final exam or assignment. Must be made up within one semester from date issued. Incomplete is same as "W" and is not computed into GPA. |
| Harbor | Incomplete given to those unable to attend last two weeks, or because of illness, or because of missing exam or major assignment. "INC" removed within one year with appropriate makeup work. Otherwise, it becomes "NCR". |
| Mission | An incomplete grade will remain until all requirements of the course have been completed. A one-year limit is set for completion of work. |
| Pierce | Incomplete given if final exam or major assignment is missing and student is passing course. If student is not passing course, an "F" grade may be given by the instructor. Instructor must include conditions for removal of incomplete on student's record. "INC" considered as "W" for unit and GPA purposes. Must be made up in the next semester of attendance. |
| Southwest | An "INC" will remain until all course requirements are completed, which must be within one year of issuance of grade. If not completed within one year, "INC" becomes "NCR". |
| Trade | Incomplete must be made up within one year of date incurred. Computed as an "F" in transcript. |
| Valley | If a student is passing and misses final exam or fails to turn in major assignment, he gets an "INC". Instructor has option of giving another grade. Has one year to make-up "INC". "INC" = no grade point. |
| West | Failure to take final exam may result in "INC" or "F" grade. "INC" must be made up during following semester. |

* All policy information obtained from 1975-76 college catalogues and/or faculty handbooks.

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